Arizona Department of Health Services Office for Children with Special Health Care Needs

TBI/SCI/CYSHCN Family Resource Coordination

Billing Requirements Guide

By Service Provided			
When You Bill For	Documents Required	Other Notes	
Direct Care Services (DCS)	DCS Services Detail Report	> To be used only when all other payer resources have been exhausted.	
Family Resource Coordination	1) Documentation of: a) Intake b) Development of an initial ISP and an ongoing annual ISP c) Review of the ISP six (6) months after the development of an ISP d) Change in the ISP as required or warranted e) Member/Family contact face- to-face or by phone f) Addressing needs of the member/family g) Attending meetings h) Initiating or participating in transitions i) Transfer of members to another agency or program j) Exit of a member from the program k) Maintenance of the memberøs file, billing, paper work requirements, etc.	Billing must reflect routine Family Resource Coordination activities. Billable monthly Family Resource Coordination hours are the number of hours spent by each Family Resource Coordinator on direct Family Resource Coordination services.	

Arizona Department of Health Services Office for Children with Special Health Care Needs

TBI/SCI/CYSHCN Family Resource Coordination

Billing Requirements Guide

By Service Provided			
When You Bill For	Documents Required	Other Notes	
Authorized Training	Documentation of the exact training attended including training title and dates.	 Can be billed in ¼-hour increments. To be used for ADHS/OCSHCN mandatory training and for attendance at other trainings with prior authorized by ADHS Program Manager. Training attendance must be pre-approved by ADHS Program Manager. To receive authorization to attend training, please e-mail Program Manager with request. Program Manager will respond to request via e-mail and maintain a copy of the e-mail as indication of prior authorization. (This documentation requirement does not apply to ADHS/OCSHCN mandatory training) 	
TBI/SCI Community Outreach/Education	 Community Outreach/Education Log (with information provided for all columns) Attach copy of e-mail granting Program Manager approval for Outreach/Education outside a Service Coordinatorøs local community, if applicable. 	 Can be billed in ¼-hour increments. Presentations outside a Service Coordinator øs local community must be pre-approved by the ADHS/OCSHCN Program Manager. E-mail Program Manager to receive prior approval. Program Manager will respond to request via e-mail and maintain a copy of the e-mail as indication of prior authorization. 	

Arizona Department of Health Services Office for Children with Special Health Care Needs

TBI/SCI/CYSHCN Family Resource Coordination

Billing Requirements Guide

Monthly Requirements			
What?	When	Other Notes	
Two Part (File) Monthly Billing and Invoice Packet Excel Invoice Forms Workbook: Family Resource Coordination Detail Sheet Monthly Invoice CYSHCN Direct Care Services Detail Report SCI Direct Care Services Detail Report TBI Direct Care Services Detail Report Excel Report Forms Workbook: Age and Individual Service Plan Status Report Community Outreach/Education Log Monthly Member Activity Report Roster of Active Members Staff Training and Education Log	Packet and all supporting documentation shall be forwarded to the ADHS Program Project Specialist within 30 days after the end of the month of services.	 Packet should include all required supporting documentation as noted above. NOTE: Even if there are no Direct Care Service or Family Resource Coordination charges for the month, a Monthly Billing and Invoice Packet reflecting zero charges must be submitted. 	
FRC Staff Mileage Log	Must be forwarded to the ADHS Program Project Specialist within 30 days after the end of the month of services.	➤ The FRC Staff Mileage Log is required supporting documentation for mileage reimbursement.	